

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

EXHIBIT Q

GUIDELINESS FOR THE INVENTORY OF GOVERNMENT PROPERTY

1. Application of FAM Standards

Volume 6, Section 220, et. seq. of the Department of State (DOS) Foreign Affairs Manual (6 FAM 220) regulates the manner in which personal property (as opposed to real property) controlled by the Department of State (DOS) abroad is managed, accounted, and stored. Since this is the standard the Government uses, the Government shall hold the Contractor accountable to this standard.

2. Definition of Government Property

For purposes of this contract, Government Property refers to all property either furnished by the Government or acquired by the Contractor with contract funds.

3. Definition of Accountable Property

6 FAM 221.4 defines accountable property as "property that must be kept on accountable property records, including capitalized property, and inventoried, as required." This includes: (a) nonexpendable personal property in use with an acquisition cost of \$5,000 or more per item, (b) serialized property with an acquisition cost of \$500 or more per item, (c) property that is sensitive in nature and attractive to others for their personal use (e.g., laptop computers, cellular telephones, cameras, lenses), and (d) vehicle repair and maintenance parts and supplies.

4. FAM Provisions

The following are the relevant provisions of the FAM that the Contractor is required to follow:

14 FAH-1 H-316.1 Labeling

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

All nonexpendable property shall be marked to indicate ownership, which is the agency that funded the purchase, as soon as possible after receipt. Such labeling should be accomplished by the receiving clerk, before the property is delivered to the user office or moved to a storage location in the warehouse. Bar-code labeling and preparation of worksheets (for State, see 14 FAH-1 Exhibit H-316.2) for automated property systems should also be done by the receiving clerk. This will ensure that any accountable property received, which will be held in the warehouse as stock, will be reflected on the property records.

14 FAH-1 H-316.1-1 Agency Identification

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

UNCLASSIFIED

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

a. Incoming nonexpendable property may belong to different agencies. Therefore, property must be easily identified. To prevent commingling and to facilitate identification, the property should be marked to show agency ownership. This can be done with tags or labels bearing the agency name. When marking the property, care should be taken to not ruin the appearance of the item. The mark should be inconspicuous but easily located. Avoid putting the identification on removable parts such as drawers.

b. Leased property should not be labeled with agency identification.

c. Property received in a damaged or otherwise unusable condition should not be labeled immediately, because it might be returned to the supplier. It should be set aside until instructions are received from the accountable property officer (APO).

14 FAH-1 H-316.2 State Nonexpendable Property Application (NEPA) Worksheet Preparation

(CT:PPM-1; 08-11-2004)

(State Only)

a. As each bar code label is affixed to the property item, a Form DS-1955, Receiving Worksheet for Nonexpendable Property (14 FAH-1 Exhibit H-316.2), should be prepared. Although preparation of the worksheet is recommended, receiving clerks may, alternatively, include the necessary information for data entry on the receiving report.

b. The exhibit shows those worksheet fields that could be completed at the receiving area.

c. Upon completion of Form DS-1955, the receiving clerk should attach it to the original of the receiving report and send it to the general services office for entry into the property records.

d. So that the data entry person is provided with all the necessary information, the accountable property officer (APO) should ensure that the worksheet is reviewed and that as many of the remaining required data fields as possible be completed before data entry. This is especially true when the APO reviews information for capitalized property to ensure the accuracy of the fund, cost, and other pertinent data.

e. Form DS-1955 should not be immediately prepared for property received in a damaged or otherwise unusable condition. Such property might be returned to the supplier. It should be set aside until disposition instructions are received from the APO.

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

• 14 FAH-1 Exhibit H-316.2
FORM DS-1955
RECEIVING WORKSHEET FOR NONEXPENDABLE PROPERTY
(CT:PPM-1; 08-11-2004)

U.S. DEPARTMENT OF STATE RECEIVING WORKSHEET FOR NONEXPENDABLE PROPERTY	
(1) DATA ENTERED BY (Last, First, Middle) Tate, Ronald T.	
(2) DATE ENTERED (mm-dd-yyyy) 07-07-2000	
(3) *PROPERTY NUMBER 248732	(4) ITEM CODE 24221
(5) AGENCY CODE State	(6) SERIAL NUMBER 1G7852
(7) MODEL/PART NUMBER L-7785	(8) PROCUREMENT NUMBER 4215-012345
(9) MANUFACTURER Smith and Company	(10) **INVOICE COST
(11) DATE RECEIVED (mm-dd-yyyy) 07-07-2000	(12) DATE ISSUED (mm-dd-yyyy)
(13) **OTHER COSTS	(14) *REPLACEMENT YEAR
(15) DAYS AT TEMP. LOCATION	(16) *CONDITION N1
(17) ORG. CODE	(18) BLDG
(19) UNIT	(20) ROOM
(21) SUB-ROOM	(22) RESPONSIBLE OFFICER
(23) DESCRIPTION (Second Line)	
(24) RISK FLAG	(25) CHIEF OF MISSION FLAG
(26) QUANTITY RECEIVED (Group Property Only)	
(27) COMMENTS	
FOR CAPITALIZED PROPERTY ONLY	
(28) DEPRECIATION LIFE	(29) SALVAGE VALUE
(30) GENERAL LEDGER ACCOUNT	(31) APPROPRIATION
(32) ALLOTMENT	
*(Not Entered for Group Property) **(For Group Property, This is the Cost for the Entire Group)	

DS-1955
6-1999

UNCLASSIFIED

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

Continuation—14 FAH-1 Exhibit H-316.2

Data Field Preparation Instructions for Form DS-1955

The data field numbers below correspond to the circled numbers on the form.

Data Field

[1] Data Entered by

Enter the name of the individual who prepares the worksheet.

[2] Date Entered

Enter the date that the worksheet is prepared.

[3] Property Number

Enter the six digit property number shown on the bar code label that was affixed to the property (not entered for Group Property).

[4] Item Code

Enter the item code here. If the receiving clerk is to complete this field, the accountable property officer (APO) should provide the receiving clerk with a listing of the item codes contained in nonexpendable property application (NEPA) along with written instructions for preparing the NEPA worksheet. The APO should ensure that the receiving clerk understands the appropriate terminology applied to residence property and other nonexpendable property, and can assign the correct item code to property. It is suggested that photographs of property items bearing appropriate item code numbers be made part of the written instructions. Written receiving procedures should also include instructions to be followed when an item cannot be matched with an item code. For example, instructions might advise, if a particular kind of residence property chair cannot be matched, to use a code that represents more of a miscellaneous category (e.g., "15215" for "chair, household, other"), or to use a code that represents the first and broadest category (e.g., "61200" for "glassware, crested").

UNCLASSIFIED

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

Continuation—14 FAH-1 Exhibit H-316.2

[5] Agency

Enter the abbreviation for the agency that funded the purchase of the property. Normally standard abbreviations such as STATE, USAID, etc. are used. The code used here, however, must have been previously entered in the "AG" table of the FLEXTAB, otherwise the system will not take the entry. Identification of the funding agency can be obtained from the acquisition document. If desired, this field can be used to designate different parts of an agency. For example, if a post wishes to have a separate listing for property in one part of the agency because that part has its own budget and its own inventory, it can be done by adding a numeric code (e.g., STATE1, STATE2). The APO should ensure that the receiving clerk is aware of the codes available for use in this field.

[6] Serial Number

If the item has a serial number, enter that number.

[7] Model/Part Number

Preferably, the model number should be entered. If the model number is not available but the part number is, enter the part number.

[8] Procurement Number

Enter the number of the acquisition document.

[9] Manufacturer

This can be obtained from the acquisition document.

[10] Date Received

Enter the date that the property arrived at post.

[16] Condition (not for Group Property)

Enter the condition code. The condition code describes the current condition of the property. Two sets of condition codes are available for use in NEPA. One set is listed in the NEPA User Manual and the other set is contained in 14 FAH-1 Exhibit H-621.3. The APO should instruct the receiving clerk on which set to use and provide him or her with the appropriate listing.

14 FAH-1 H-315.5 Automated System

(CT:PPM-1; 08-11-2004)

(Uniform State/USAID)

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

In an automated receiving environment, a system generated receiving report may be used in lieu of Form DS-127, Receiving and Inspection Report. At a minimum, the data included on such a report must include:

- (1) Consignor and/or contractor;
- (2) Purchase order/contract/transfer document number;
- (3) Ordering document funds data (when appropriate);
- (4) Stock number (when appropriate);
- (5) Description;
- (6) Quantity received by line;
- (7) Unit of issue;
- (8) Unit cost;
- (9) Total cost by line;
- (10) Serial numbers of items, if applicable;
- (11) Certification of receipt;
- (12) Signature of receiving clerk; and
- (13) Date of receipt.

14 FAH-1 H-315.6 Receiving Reports

14 FAH-1 H-315.6-1 General

(CT:PPM-1; 08-11-2004)

(Uniform State/USAID)

a. Any deviations from the acquisition document copy in the receiving file and what was actually received must be noted on the receiving report. All property received in a damaged condition must also be noted on the report.

b. In addition to the description, all identifying numbers (stock numbers, model numbers, serial numbers, and nonexpendable property application (NEPA) numbers, etc.) should be included on the report.

c. When they can be identified, transportation charges must be included on the receiving report. If possible, they should be broken down by line, and listed as a separate item under each line.

d. Data fields are identified in 14 FAH-1 Exhibit H-315.6-1, an example of Form DS-127, Receiving and Inspection Report, for the receipt of nonexpendable property. Form DS-127 replaces Form OF-127 of the same title.

UNCLASSIFIED

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

- 14 FAH-1 EXHIBIT H-315.6-1
FORM DS-127
RECEIVING AND INSPECTION REPORT
(CT:PPM-1; 08-11-2004)

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

[illegible]

DS-127 - Formally OF-127
12-2003

UNCL⁸ASSIFIED

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

Continuation—14 FAH-1 Exhibit H-315.6-1

Data Field Preparation Instructions for Form DS-127

Data Field

[1] Page

Enter the number of the page of the report and the total number of pages in the report. For example, the first page of a three page report would be entered page 1 of 3 pages.

[2] Office or Foreign Service Post

Enter the name of the post preparing the report and the name of the agency for which the report was prepared.

[3] Name and Address

Enter the name and address of the supplier from which the property was acquired. This can generally be obtained from the acquisition document.

[4] Point of Shipment

Enter the name of the place from which the shipment originated. This can generally be obtained from the bill of lading or other transportation document.

[5] GBL Number

Enter the U.S. Government and/or commercial bill of lading covering the shipment.

[6] Method of Acquisition

Place an "X" in the appropriate box to indicate how the property was acquired. If "other" is used, the method should be explained.

[7] Appropriation

Enter the appropriation symbol. This can be obtained from the funds data indicated on the acquisition document.

[8] Allotment

Enter the allotment. This can be obtained from the funds data indicated on the acquisition document.

UNCLASSIFIED

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

Continuation—14 FAH-1 Exhibit H-315.6-1

[9] Object Class

Enter the object class code. This can be obtained from the funds data indicated on the acquisition document.

[10] Report Number

Enter the receiving report number here. Receiving reports must be numbered by fiscal year. For example, the thirty first number in fiscal year 2002 would be 02-31. So that all numbers assigned will remain consecutive, reports prepared for other agencies should be assigned numbers within the State numbering sequence and the agency identification included as part of the number (e.g., 00-32/AID).

[11] P.O. Number

Enter the purchase order number here.

[12] Requisition Number

If a requisition is the acquisition document (e.g., General Services Administration (GSA) requisition 19ZX23-0144), enter the number here.

[13] Transfer Document Number

If the property acquisition is a transfer from another post or agency, enter the transfer document number here.

[14] Contract Number

If a contract is the acquisition document, enter the contract number here.

[15] Job Number

If a job number is associated with the item(s) delivered, enter the job number here. For example, incoming material might have been ordered for a construction or maintenance project, to which a job number was assigned. Another use for this field is to record the USDA reference number on shipments that were handled by the despatch agency.

[16] Item Number

The item number is simply the number of each line item on the report. Line items should be sequential beginning with the number 1.

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

Continuation—14 FAH-1 Exhibit H-315.6-1

[17] Description

Enter the item description. Since the report will be a working document for posting to the property records, it is important that the item be clearly identified. The item description on the property records is arranged with the main descriptive noun in the first position followed by qualifying adjectives, e.g., desk, metal, double pedestal, 66in X 40in, etc. The receiving report should be completed in the same way. Refer to the acquisition document to assist in formulating a description. However, the description should not be routinely copied from the acquisition document without first verifying that the item received is the exact item listed on the acquisition document. If a stock number is associated with the item, the stock number should also be entered as part of the description. For USAID: Enter the Control Number preceding the description and use only the standard descriptions developed by AID/W, which are listed in the Nonexpendable Guide.

[18] Quantity

Enter the quantity of each unit of issue received. Since all property received must be accounted for, even damaged or otherwise unusable property should be included in the reported quantity received. Damaged property must become a matter of record. Therefore, the extent of damage must be included in comments immediately beneath the appropriate line item entry or at the end of the report. If an overage is received (more items received than ordered), only the quantity ordered should be entered. A separate line entry, indicating the amount of the overage, should be made at the end of the report. If a shortage exists, (a lesser quantity received than what was indicated on the packing list), a comment should be made at the end of the report indicating the line item and quantity short.

[19] Unit

Enter the unit of issue for each item ordered. Generally, the unit of issue indicated on the acquisition document may be used.

[20] Unit Price

Enter the unit price of each item. Because price changes sometimes occur, the price of an item delivered may differ from the price listed on the acquisition document. Generally, the current price can be found on the packing list.

[21] Amount

Enter the total dollar amount (quantity times unit price) of the line item here.

Continuation—14 FAH-1 Exhibit H-315.6-1

[22] Certification of Receipt (Name and Title)

Print or type the name of the person who inspected and tallied the shipment and that person's title and phone number.

[23] Certification of Receipt (Signature and Date)

The person whose name appears in field [22] signs and dates here.

[24] Certification of Receipt (Mailing Address)

The business address of the person whose name appears in field [22] is entered here.

UNCLASSIFIED

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

[25] Order Delivery Status

Date delivered is the date on which the shipment was delivered. This may not necessarily be the same date that the property was inspected and accepted.

Complete indicates that all property ordered on the acquisition document has been received. If the total quantity of a line item has been received, even though some of the material has been damaged or otherwise unusable, the order must be treated as complete. The vendor will make no further deliveries. When additional shipments are made as a result of a damage claim, additional documentation is normally generated.

Partial indicates that the order is not complete and further shipments are expected.

Defective indicates that some of the material indicated on the report was received in a damaged or otherwise unusable condition. An explanation should be included in the report.

Short indicates that, although the packing list or other documentation states that all material was shipped, **not** all was received.

Over indicates that more material was received than was ordered.

Final indicates that a previous partial delivery(s) was received and this is the final delivery.

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

Continuation—14 FAH-1 Exhibit H-315.6-1

[26] Property Records

The person who enters the property in the property records initials here.

[27] Accountable Property Officer

The accountable property officer initials here, indicating that he or she accepts accountability for the property.

14 FAH-1 H-318.2-16 Material Control

(CT:PPM-1; 08-11-2004)

(Uniform State/USAID)

(A) Policy

Written procedures must ensure proper control over the care, storage, and movement of all property in the facility. Such procedures must also ensure that damaged or missing property be reported in accordance with regulation; that stock issues and changes in stock location are documented and pre-approved; and that stock locator records are appropriately updated. Carrier loading of all material leaving the facility, such as material being sent to a commercial packer, must be checked to ensure that correct items and/or pieces are loaded and a facility copy of the controlling document should be initialed by the supervisor responsible for loading activities. The carrier representative should also sign a facility copy of the document.

(B) Stock Location System

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

- a. For small bulk storage areas a formal stock location system usually is not necessary. Items may be organized in any order that makes it easy to locate them. In facilities with large bulk areas, a manual or automated central stock locator system to pinpoint an exact storage location should be established and properly maintained. A specific individual should be designated, in writing, the responsibility to serve as stock locator clerk and be responsible for maintaining the location records.
- b. The location record should be kept in the facility in which the stock is located. In an automated environment, the record should be part of the inventory manager's data base.
- c. Manual stock locator records or location data on automated systems should be secured against unauthorized access at all times.
- d. **Site identification:**
 - (1) In order to establish a locator system for bulk storage areas, the area should be subdivided and individual locations assigned a location code. Numbers or letters are assigned for each row; and rack or stack level. In 14 FAH-1 Exhibit H-318.2-16(B), for example, the location number of a given item might be "1-1-3" (located in row 1, stack 1, level 3);
 - (2) A good locator system is necessary for a bin storage area, and the above system can be used for bin areas also. Assign a number or letter to each row, column/unit, level, and bin. The marking can then be consecutive throughout the bin area, such as 1 through 205, or consecutive on each row level. For example, in 14 FAH-1 Exhibit H-318.2-16 (B), the six bins on level D would be assigned numbers 1 through 6. The location number for a given item in this instance might be "12-40-D-3" (located in row 12, column/unit 40, level D, and bin 3);
 - (3) Depending upon the size of the operation and the supply distribution volume, it is sometimes expedient to number pallet rack and bins in stock number sequence.
- e. **Stock location:** To facilitate recording stock locations in large facilities, a stock locator record should be used and its use addressed in written internal procedures (14 FAH-1 Exhibit H-318.2-16 (B) is an example of a stock location form).
- f. **Receiving:** If a stock location system is being used, written receiving procedures should ensure that, upon acceptance and storage of incoming stock, the stock locator clerk receives a document indicating the stock placement location(s). The stock location form can be utilized, or the location code can be noted on the receiving report and a copy forwarded to the stock locator clerk.
- g. **Location changes:** When re-warehousing or making other stock location changes, it is necessary that new stock location changes be reported, in writing, to the stock locator clerk within 24 hours.
- h. **Stock issue:** When filling orders, where the selection of stock unexpectedly exhausts the supply in a designated location, or when it is determined that stock is not stored in the location shown on the locator records, a stock location form should be prepared by appropriate personnel and forwarded to the locator clerk.
- i. **Verification:** To obtain maximum accuracy, all stock locator records should be reconciled periodically. The frequency and manner of such a total reconciliation will be at the discretion of the facility manager. At larger facilities, an interim at random or "spot reconciliation" should also be performed.

UNCLASSIFIED¹⁴

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

(C) Material Release

a. The release of material from the facility must be controlled by documentation and written authorization. Material released will generally be either stock (material stored to meet future requests and replenished as quantities are depleted) or storage (material held in storage temporarily at the ordering activities request and not routinely replenished).

b. **Stock issue:** Written warehouse operating procedures should ensure that:

- (1) No stock is issued unless a stock issue document, properly approved, is in hand; and
- (2) The general services office is notified in writing by annotating the stock issue document in instances where a stock shortage will not permit filling the amount requested.

c. **Storage:** Release of material stored for another agency should be requested in writing by the owning agency. At the discretion of the accountable property officer (APO), emergency requests for such material may be made by phone. However, in that event, the facility staff should prepare documentation to be signed by the ordering activity upon delivery of material.

d. **Shipments:** Carrier loading of all outgoing shipments must be checked to ensure that correct items and number of pieces are loaded. A facility copy of the bill of lading or other control document should be initialed by the supervisor responsible for loading activities.

(D) Tracking

a. Warehouse operating procedures should include a system for controlling and tracking property in various stages of change and movement such as:

- (1) In transit property (i.e., property that will not be kept in the facility but will be forwarded to other locations);
- (2) Property that has temporarily left the facility but is still the responsibility of the facility (e.g., property sent to a commercial packing facility);
- (3) Stock issue orders being assembled; and
- (4) Property being held for shipment.

b. Such a tracking system should indicate location, time in place at that location, estimated time final action is to be completed, and procedures for follow-up if action is not completed by that time.

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

Continuation—14 FAH-1 Exhibit H-318.2-16(B)

Stock Location Format

Stock Location Form

STOCK LOCATION FORM	
Date _____	Quantity _____
Stock/Part No. _____	U/I _____
Description _____	
Old Location _____	New Location _____
Action Authorized By _____	
Action Taken By _____	
Posted to Location Record By _____	

UNCL¹⁶ASSIFIED